

# Classification (if applicable)

Rank and Name  
Ofc Code and Tel No.  
Date of Preparation

## SUBJECT

## HOW TO PREPARE A POINT PAPER

### BACKGROUND

Include background information. Remember that inverted pyramid style (most important information first), conciseness, and graphics are key ingredients of point papers.

### DISCUSSION

Suggested sections are problems, pros and cons of different approaches, present status, and outlook for the future.

The papers are to be prepared on 8-1/2- by 11-inch white bond paper with 1-inch top and left margins to facilitate binding.

The following guidelines are also to be followed:

- Use bullets to highlight main points.
- Use unclassified subjects when possible.
- Do not exceed one page. Place details in tabs.
- When possible, present data in a graphic format, particularly trend lines, which can be displayed in curves or bar graphs.
- Address percentages in the context of absolute numbers; both are needed.

### RECOMMENDATION

Describe what the approach should be. State whether the recommendation concerns discussion of plans and policies that have not been approved by higher authority

TAB A - Subject or title

Tabs are typed 2 lines below

TAB B - Subject or title

last line of text.

Derived from: (if applicable)  
Declassify on: (if applicable)

Classification (if  
applicable)